



Washington State Department of Early Learning

“Kids’ Potential, Our Purpose.”

10.2.2 Summary Suspension Policy and Procedure Tip Sheet

When is it effective? February 1, 2009

What does it mean to me?

As the assigned Licenser you must now:

- Take immediate licensing action when the health and safety of children is in jeopardy
 - Make a determination of “jeopardy” by:
 - Direct observation.
 - Outside entities, DSHS or Fire Marshal.
 - DLR/CPS reports of alleged child abuse and neglect and when DLR/CPS is advising DEL that concerns warrant suspension or administrative leave without unsupervised access to children.
- Contact supervisor or designee for approval to proceed with the Summary Suspension
- Complete a LCIR, send to:
 - SAM or designee through their supervisor.
- Prepare the legal letter for supervisor review.
- Inform entities of the licensing action within three business days:
 - Parents, community service offices, child care resource and referral, superintendent of public instruction – food program.
- Forward Provider Notes, legal letters, and LCIR to Assistant Director of the Quality Division **after** the summary suspension has been issued.

What is important to remember?

- A Summary Suspension may be approved in instances where imminent risk of harm is evident.
- DEL director or designee shall review and approve, deny or request further documentation.
- If a licensing revocation action notice has been initiated, licensing staff may not accept a voluntary license surrender.
- Document all actions clearly in FamLink.
- License is not legally suspended until the provider has the suspension letter in hand (either by the licenser must, in person, deliver, or personally served by an authorized process server).
- Summary suspensions are temporary and must be followed up with additional licensing actions, revocation or full restoration of the license.

**If you have questions
please contact:**

draftpolicy.feedback@del.wa.gov

Remember to include the
name of the policy in the
subject line!

Resources associated with the policy:

- 10.2.2 Summary Suspension Policy/Procedure
- 10.9.1.10 Revocation/Denial Recommendation
- Licensing Critical Incident Report

Training expectation:

- Supervisors are responsible for ensuring that all licensing staff have read and understand and follow all new policies as they are distributed.